

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND INSPECTION
CHECKLIST 10-7**

1 MAY 1998

Operations

**SPACE TRAINING DEVICE PROGRAMS
(MAJCOM/NAF/WING)**

NOTICE: This publication is available digitally on the AFSPC WWW site at: <http://midway.spacecom.af.mil/pubs>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: DOTT (Mr. Lonnie Plott)
Supersedes AFSPCSIG90-2205, 1 Feb 97.

Certified by: DOT (Col Mark E. Gill)
Pages: 5
Distribution: F

This checklist reflects Command requirements for the operation and management of space training devices at all applicable levels to prepare for and conduct internal reviews. It applies to HQ AFSPC and all subordinate units.

SUMMARY OF REVISIONS

This checklist has been revised to reflect the new publications format. A bar (|) indicates a revision from the previous edition.

- 1.** References have been provided for each critical and non-critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. Non-compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
- 2.** This is a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area, as needed, to ensure an effective and thorough review of a unit's Space Training Device Program.

ROBERT C. HINSON, Brig Gen, USAF
Director of Operations

Attachment 1

SPACE TRAINING DEVICE PROGRAMS CHECKLIST

Table A1.1. Checklist.

| SECTION 1 - HQ AFSPC | | | |
|---|-----|----|-----|
| MISSION STATEMENT: Enhance the capability of the warfighter by providing and maintaining quality Space Training Devices (STD) to maintain the highest standards of crew member proficiency. Note: All references are from AFSPCI36-2205 unless otherwise noted. | | | |
| | | | |
| 1.1. KRA 1 - POLICY AND GUIDANCE (CRITICAL ITEMS): | YES | NO | N/A |
| 1.1.1. Does the MAJCOM ensure required STD modifications/upgrades, as a result of a new weapon system or major modification/upgrade to the existing weapon system, are an integral part of the acquisition program? (para 4.1.1) | | | |
| 1.1.2. Does the MAJCOM establish training requirements for associated STD acquisitions and modifications on devices that are under CLS; establish STDs logistics support management and Quality Assurance (QA) policy and guidance for devices that are under CLS? (para 4.3.2) | | | |
| | | | |
| 1.2. KRA 1 - POLICY AND GUIDANCE (NON-CRITICAL ITEMS): | YES | NO | N/A |
| 1.2.1. Does the MAJCOM provide a focal point for the acquisition of new STDs and major modifications/upgrades to existing STDs? (para 4.1.1) | | | |
| 1.2.2. Does the MAJCOM maintain a QA program to | | | |
| 1.2.2.1. Develop a standardized STD Government Quality Assurance Plan (GQAP) for each weapon/defense system under CLS? (para 4.3.9.1) | | | |
| 1.2.2.2. Develop a Quality Evaluation Plan for each applicable STD support contract IAW AFI63-501, Air Force Acquisition Quality Program and AFPAM63-503, Quality Assurance of Training Systems Contracts? (para 4.3.9.2) | | | |
| 1.2.2.3. Screen, collect and evaluate Product Quality Deficiency Reports (PDQR) and Quality Deficiency Reports (QDR) and advises units on their status? (para 4.3.9.3) | | | |
| 1.2.3. Does the MAJCOM develop and maintain a Simulator Certification (SIMCERT) program to provide policy, program development and implementation to include approving waivers and deviations affecting STDs? (para 4.3.10.1) | | | |
| 1.2.4. Does the MAJCOM assist units in resolving Contractor Logistics Support/Contractor Support (CLS/CS) difficulties? (para 4.3.12) | | | |
| | | | |

| 1.3. KRA 2 - PROGRAM EVALUATION (CRITICAL ITEMS): | YES | NO | N/A |
|---|------------|-----------|------------|
| 1.3.1. Are configuration management programs designed and implemented to: | | | |
| 1.3.1.1. Evaluate Materiel Deficiency Reports (MDR), PQDRs, functional evaluation program reports and SIMCERT deficiencies for STD impact? (para 4.3.8.2) | | | |
| 1.3.1.2. Review, prioritize and submit deficiency reports to the appropriate Air Logistics Center (ALC) agency for corrections? (para 4.3.8.3) | | | |
| 1.3.2. Does the MAJCOM develop and maintain a SIMCERT program to ensure STDs provide accurate, credible training? (para 4.3.10.2) | | | |
| | | | |
| 1.4. KRA 2 - PROGRAM EVALUATION (NON-CRITICAL ITEMS): | YES | NO | N/A |
| 1.4.1. Does the MAJCOM provide a functional manager for operational training systems? (para 4.3.1) | | | |
| 1.4.2. Are configuration management programs designed and implemented to: | | | |
| 1.4.2.1. Ensure configuration control status records on each fielded STD are maintained? (para 4.3.8.1) | | | |
| 1.4.2.2. Maintain a master listing of all simulation/operational programs and supplemental software changes approved for use or testing in CLS supported STDs? (para 4.3.8.5) | | | |
| | | | |
| 1.5. KRA 4 - PLANNING, PROGRAMMING AND BUDGETING (CRITICAL ITEM): | YES | NO | N/A |
| 1.5.1. Does the MAJCOM provide authorization, distribution, monitoring and disposition of STDs? (para 4.3.13) | | | |
| | | | |
| 1.6. KRA 4 - PLANNING, PROGRAMMING AND BUDGETING (NON-CRITICAL ITEMS): | YES | NO | N/A |
| 1.6.1. Does the MAJCOM develop and maintain a SIMCERT program to: | | | |
| 1.6.1.1. Develop a SIMCERT master schedule to identify which STDs are subject to certification during the next calendar year and the type of certification each training device requires? (para 4.3.10.4) | | | |
| 1.6.1.2. Develop and annually review SIMCERT Master Plans for all STDs in the program and provide copies to all STD locations? (para 4.3.10.5) | | | |
| | | | |

| | | | |
|---|------------|-----------|------------|
| SECTION 2 - NAF MISSION STATEMENT: Manage training EQUIPMENT programs to maintain the highest standards of crew member proficiency. | | | |
| | | | |
| 2.1. NON-CRITICAL ITEMS: | YES | NO | N/A |
| 2.1.1. Is staff assistance for operational concerns provided to the MAJCOM? (para 4.4.1) | | | |
| 2.1.2. Does the NAF monitor the use of STDs in support of training/evaluation programs? (para 4.4.1) | | | |
| | | | |
| SECTION 3 - WING/GROUP MISSION STATEMENT: Manage training equipment programs to maintain the highest standards of crew member proficiency. <i>Note:</i> Sections C and D may contain items that are applicable to Wings, Groups, OSSs, and/or Squadrons/Detachments. For geographically separated Squadrons/Detachments, some items from section C will apply. | | | |
| | | | |
| 3.1. CRITICAL ITEM: | YES | NO | N/A |
| 3.1.1. Does the WING/GROUP submit unit requested STD changes, modifications, updates or enhancements through their respective NAFs to the MAJCOM for processing? (para 4.5.1) | | | |
| | | | |
| 3.2. NON-CRITICAL ITEMS: | YES | NO | N/A |
| 3.2.1. Does the WING/GROUP establish a screening point to collect and evaluate PQDRs and Quality Deficiency Reports? (para 4.5.2) | | | |
| 3.2.2. Does the WING/GROUP appoint and directs unit POs and QARs? (para 4.5.3) | | | |
| | | | |
| SECTION 4 - OPERATIONS SUPPORT SQUADRON (OSS)/GEOGRAPHICALLY SEPARATED UNIT (GSU) MISSION STATEMENT: Provide necessary training to maintain the highest standards of crew member proficiency. | | | |
| | | | |
| 4.1. CRITICAL ITEM: | YES | NO | N/A |
| 4.1.1. Does the unit identify and recommend STD modifications through their respective NAFs to the MAJCOM for processing? (para 4.6.3) | | | |
| 4.1.2. Does the unit provide training schedules to the maintenance contractor IAW the STD support contract? (para 4.6.4) | | | |
| 4.1.3. Does the unit ensure STDs are configured as nearly as practical to operational equipment and recommends changes of equipment/software when essential to mission accomplishment or safety? (para 4.6.6) | | | |

| 4.2. NON-CRITICAL ITEMS: | YES | NO | N/A |
|--|-----|----|-----|
| 4.2.1. Does the unit provide a focal point and operations crews to assist with SIMCERT requirements? (para 4.6.1 and 4.6.2) | | | |
| 4.2.2. Does the unit notify their NAF within 5 working days with an AF Form 1067 when program errors are detected after coordinating with the CLS contractor to ensure the reported deficiency is not a system malfunction? (para 4.6.7) | | | |